

## POLICE LIEUTENANT

**POSITION SUMMARY:** This is a sworn position that performs responsible law enforcement work and supervises personnel and work activities of a police division. Police lieutenants plan, coordinate, and assign work and evaluate the performance of subordinate police officers; to investigate and assumes command of emergency situations in the absence of a superior officer; and to perform related work as required. Work requires the use of reasoned judgment and specialized knowledge and skills in appraising the effectiveness of police and administrative techniques. Work is performed in accordance with established policies and procedures. The police lieutenant may serve as executive duty officer as assigned.

**SUPERVISION RECEIVED:** Work is performed under the direction of the captain.

**SUPERVISION EXERCISED:** Supervision is exercised over a group of subordinate police officers, sergeants, and civilian employees.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, researches, and implements divisional programs, formulates policy, and establishes procedures. Carries out various administrative assignments, monitors the progress and status of procedures and programs, and takes accountability for results.
2. Assists in providing recommendations to and advising the Director of Public Safety in developing and/or revising of departmental organization, goals, programs, policies, and procedures. Ensures that departmental procedures are followed. Authors and enforces policies and processes; trains and educates personnel on new or revised policies and processes.
3. Acts as a leader and mentor to department personnel. Sets priorities and directs the work of subordinate employees; provides advice, direction, and assistance on all types of situations that arise. Facilitates performance debriefs; evaluates and verifies employee performance through the review of completed work assignments and work techniques; provides timely coaching, training, and performance evaluations for subordinate employees.
4. Supervises and participates in the prevention and suppression of crime, the arrest and prosecution of law violators and other law enforcement activities. Searches for, preserves, and prepares evidence. Prepares various investigative correspondence, records, reports, and research activities as required.
5. Accurately and responsibly operates firearms, electronic control devices, and other subject control devices and uses radios, cameras, computers, and other equipment as required. Oversees departmental use of equipment.
6. Assists with staffing decisions. Supervises the hiring and training processes. Plans and oversees the scheduling of work, delegation of assignments, and implementation of special projects. Identifies the training needs of personnel. Develops and implements training programs.
7. Monitors high-liability situations such as use of force and vehicular pursuits; ensures

appropriate reports and notifications are completed. Reviews officer reports related to criminal complaints, equipment damage, use of force, injury on duty, and other incidents that are submitted during the shift.

8. Investigates inquiries and/or complaints made by citizens, businesses, or other personnel. Follows up on corrective actions and ensures that replies are provided. Investigates cases of alleged misconduct by department personnel.
9. Prepares reports for budget purposes and in the maintenance and purchase of division equipment. Oversees the maintenance and purchasing of equipment, tools, and supplies within area of assignment.
10. When assigned, performs the functions of Executive Duty Officer. Assumes command of investigations or emergencies in the absence of the Director of Public Safety as designated.
11. Assists in recommending personnel policies; oversees the department's professional standards, functions, and processes, which are required in maintaining the department's internationally accredited status through the Commission on Accreditation for Law Enforcement Agencies (CALEA), and other professional standards and agencies as required.
12. Attends staff, administrative, and other meetings. Serves as a liaison with other City departments, agencies, boards, commissions, and businesses, as directed. Represents the department and the Director of Public Safety and keeps him/her apprised of significant events.
13. Acts as department spokesperson as directed.
14. Oversees departmental grants, partnerships, and sponsorships, as assigned. Ensures staff works cooperatively with various departments and agencies to ensure compliance with grant stipulations and state and federal laws. Ensures departmental staff seek and meet training requirements from City departments related to grants and purchasing.
15. Maintains positive working relationships with staff, other law enforcement agencies, City departments, and supporting state and private agencies.
16. May serve in temporary or special assignments or complete other projects as directed or approved by the Director of Public Safety.
17. Attends training and professional development classes or sessions as required to keep abreast of current trends and best practices within the field of law enforcement.
18. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate degree in criminal justice, public administration, or a related field.
- B. Maintain police officer certification from the Michigan Commission on Law Enforcement Standards.

- C. Must have attained the rank of sergeant and have completed the probation period.
- D. Maintain First Aid and CPR certifications
- E. Valid Michigan motor vehicle operator permit.
- F. Extensive knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work. Extensive knowledge of applicable federal, state, and local laws, codes, and ordinances.
- G. Extensive knowledge of modern law enforcement practices, management principles, and techniques.
- H. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel.
- I. Demonstrated ability to effectively train, lead, motivate, and command the respect of sworn and civilian employees; demonstrated ability to effectively supervise and evaluate the work of others.
- J. Possess a high level of interpersonal skills. Demonstrated ability to establish effective and cooperative working relationships. Uses tact, good judgment, initiative, and resourcefulness when working with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts.
- K. Proven ability to communicate effectively orally and in writing and to make presentations in public forums and to persuade others. Ability to maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism. Ability to respond or proactively engage with public bodies or others during public meetings.
- L. Demonstrated ability to think strategically, quickly analyze complex information, coordinate schedules and resources, and work effectively and cooperatively in routine, stressful, or time-sensitive situations. Must be able to provide leadership and direction on projects and in situations with undefined goals, expectations, or outcomes.
- M. Possesses excellent organizational skills and ability to prioritize.
- N. Thorough understanding of city government processes.
- O. Comprehensive and broad knowledge of the principles and accepted practices and procedures of police administration, organization, and operation. Thorough knowledge of the incident command system.
- P. Thorough knowledge of the types and use of communication equipment, electronic devices, firearms, and other equipment used in police work.
- Q. Considerable knowledge of the geography, streets, and important locations within the city.
- R. Ability to maintain a professional leadership image to the organization and to the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.

- S. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and has the ability to quickly learn other technology as necessary.
- T. Ability to think quickly and act effectively in emergencies and under stressful conditions. Ability to be decisive and firm in making critical and routine decisions.
- U. Ability to prepare, review, and submit accurate department records and reports.
- V. Ability to safely operate assigned police vehicles in routine and emergency situations.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear and to communicate with others. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are frequent requirements. The employee must be able to sit for long periods of time. While performing the duties of this job, running, jumping, climbing, kneeling, crouching, and crawling are occasionally required.

While performing the duties of this job, the employee works occasionally in the field and primarily in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. The employee may be exposed to severely hazardous conditions, fumes and smoke, hazardous chemicals, bodily fluids, violent assaults, lethal force, and emotionally charged situations. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear, including respirators. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances which may include working in all types of weather. The employee is required to drive in inclement weather.

While performing the duties of this job, the Lieutenant is required to operate police weapons, police vehicles and police-related technology. The employee is required to take a physical examination in accordance with MCOLES standards and report to the Director of Public Safety any physical conditions that may interfere with the performance of his or her duties as a police lieutenant.

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